	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	1 of 11
File:		Supersedes:	Oct 1 2020

PURPOSE:

To inform the public and user groups of the Return to Operation plan for the Lucknow & District Sports Complex in response to the ongoing COVID-19 Pandemic.

DEFINITIONS:

“Class I Ice Rental” means an ice rental such as Huron Bruce Minor Hockey & Private Rentals ending before 21:00. These rentals generally have some spectators and/or additional rentals that immediately follow the rental.


“Class II Ice Rental” means an ice rental such as the Lucknow Lancers, Port Albert, Men’s Recreational Hockey League, & Private Rentals ending after 21:00. These rentals generally have no spectators in attendance and are usually the last ice rental of the day.

CONTENTS:

In preparing for the re-opening of the Lucknow & District Sports Complex, the Lucknow & District Recreation Department is committed to the health and safety of visitors and staff. Part of that commitment includes frequent review of the Return to Operation Plan worked out between the user group and the Lucknow & District Recreation Department to ensure not only the health and safety of all individuals, but also to provide the best experience possible under the Provincial health orders. As Covid-19 continues to evolve, this document is subject to change without notice.

Safety Precautions

- Be advised that anyone entering the building will be required to submit a self-screening assessment either directly to the Lucknow Recreation Department, or via their sport organization. Follow up self-assessment upon arrival is also required. If you or anyone in your household are feeling sick, please do not come to the facility. Your rental may be rescheduled, and if unable to reschedule, a refund may be provided.
- All persons entering the Lucknow & District Sports Complex must wear a face covering that securely covers the nose, mouth and chin, in all common areas as required under Grey Bruce Medical Officer of Health Order.
- Physical distancing of two meters is required at all times where possible.
- All user groups will be required to provide hand sanitizer for their rental group and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout your stay.

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	2 of 11
File:		Supersedes:	Oct 1 2020

- Surfaces and other high touch areas will be cleaned and disinfected frequently by staff.
- Lucknow Recreation Department employees have appropriate training and protective equipment for their work environment, and will also be screened daily.

Bookings

- All bookings must be completed in advance with the Facility Manager/Recreation Co-ordinator.
- All bookings must adhere to all Provincial restrictions in place at the time of the rental, including physical distancing, maximum capacity, face coverings etc.
- All organizations, groups and individuals renting an area within the facility must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date (See Appendix A for Room Rental Agreement and Appendix B for Ice Rental Agreement).
- The main entrance doors will remain locked at all times. Renters, organizations or groups will be permitted to enter the building 15 minutes before the rental time by Staff or a designated volunteer within the organization.
- If participating in a sport, players are strongly encouraged to come fully dressed
- Water bottles should be filled prior to entering the building and have the users name on it.

Please Be Aware


- Warmups outside of a rented area will not be permitted at the Lucknow & District Sports Complex under any circumstance.
- Public washrooms will be available, please adhere to posted protocols related to the physical distancing, and hand hygiene.
- Hand dryers will be placed out of service and/or disconnected where possible.
- All persons entering the Lucknow & District Sports Complex must wear a face covering that securely covers the nose, mouth and chin, in all common areas as required under the Grey Bruce Medical Officer of Health Order.

Following the Rental

- Please comply with physical distancing and proceed out of the facility following the directional signage, posted routes or predetermined exits as noted within this policy.

Specific Guidance – Class I Ice Rentals


- All organizations, groups and individuals renting an area within the facility must complete, and submit the appropriate rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	3 of 11
File:		Supersedes:	Oct 1 2020

- Dressing rooms will be made available, but physical distancing must be maintained. Dressing room capacity will be reduced until further notice.
- Players are strongly encouraged to come fully dressed. Chairs will be available in the lobby to put skates on
- Ice times are 50 minutes in length, with a 10-minute flood at the end. Participants may arrive 15 minutes before their scheduled ice time, and must vacate the building once the activity is completed and no more than 15 minutes following their rental
- A zero-tolerance policy for spitting within the building will be in place at all times.
- Please leave dressing rooms and benches clear of any personal items or garbage when you leave to help staff safely and quickly clean and disinfect for the next group
- All players and coaches must maintain physical distancing while at the Lucknow & District Sports Complex, including in the dressing rooms, common areas, and on-ice as much as possible, excluding participants while they are actively engaged in sport activity
- To enhance physical distancing, participants should use the same entrance on and off the ice nearest to their dressing room (i.e. North hallway and ice entrance or South hallway and ice entrance). Dressing rooms and skate tying areas will be allocated to help distance one group from another
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.

Specific Guidance – Class II Ice Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the ice rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- Dressing rooms will be made available, but physical distancing must be maintained. Dressing room capacity will be significantly reduced until further notice.
- Players are strongly encouraged to come fully dressed. Chairs will be available in the lobby to put skates on
- Ice times may be 50 or 80 minutes in length, with a 10-minute flood at the end. Participants may arrive 15 minutes before their scheduled ice time, and must vacate the building once the activity is completed and no more than 30 minutes following their rental
- A zero-tolerance policy for spitting within the building will be in place at all times.
- Please leave dressing rooms and benches clear of any personal items or garbage when you leave to help staff safely and quickly clean and disinfect for the next group
- Dressing room bar services will be available the same as in the past. Absolutely all empties must be deposited in the appropriate container.

	Lucknow & District Recreation Department Internal Policies			
	Subject:	Return to Operation Policy	Date:	Nov 25 2020
	Section:	Internal Policies	Pages:	4 of 11
	File:		Supersedes:	Oct 1 2020

- All players and coaches must maintain physical distancing while at the Lucknow & District Sports Complex, including in the dressing rooms, common areas, and on-ice as much as possible, excluding participants while they are actively engaged in sport activity.
- To enhance physical distancing, participants should use the same entrance on and off the ice nearest to their dressing room (i.e. North hallway and North ice entrance or South hallway and South ice entrance). Dressing rooms and skate tying areas will be allocated to help distance one group from another
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.

Specific Guidelines – Room Rentals

- All organizations, groups and individuals renting an area within the facility must complete, and submit the room rental agreement to the Facility Manager/Recreation Co-ordinator for approval prior to the rental date.
- Renters must provide a specific time of when they need in and out of facility and must not arrive prior to the start time or leave after the end time.
- All users must adhere to the most current provincial health orders. Deviation from any public health order may result in the group being asked to leave the facility immediately and future ice rental privileges could be suspended.
- All persons entering the Lucknow & District Sports Complex must wear a face covering that securely covers the nose, mouth and chin, in all common areas, as required under Grey-Bruce Medical Officer of Health Order.
- All user groups will be required to provide their own hand sanitizer and ensure that individuals are practicing proper hand hygiene upon arrival and frequently throughout their stay.


RETURN TO PLAY COVID-19 FACILITY GUIDELINES FOR ICE USERS:

Parking Lot Entrance

- No change from previous years.

Entrance Doors

- The main entrance will be the entrance for all ice rental bookings. Renters/Groups will be permitted to enter the Lucknow & District Sports Complex 15 minutes prior to their event.

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	5 of 11
File:		Supersedes:	Oct 1 2020

Exit Doors

- All ice users may exit through the main doors. In the case of multiple rentals after one another, the rental that has finished shall wait until the following rental has entered the ice surface and the hallway and dressing rooms are cleared.

Entrance Process


- User groups will be required to monitor the entrance and exits, and ensure that proper procedures are followed, including the participant/spectator numbers.

Covid-19 Screening

- Pre-screening is required. User groups must ensure they keep a log of all participants entering the facility (including names, contact information, dates and times), this can be accomplished before the rental (e.g. through RSVPs).
- The log shall be submitted to the Lucknow & District Recreation Department the day after the activity takes place. The Lucknow & District Recreation Department will keep this information for 30 days from the day it was given for contact tracing purposes and will only be provided to Public Health in the case of an outbreak.
- An exemption from submitting the logs to the Lucknow & District Recreation Department may be granted by the Facility Manager/Recreation Co-ordinator to a renter or group that requires an anonymous identity of the participants to the general public.
- In the case of an exemption, the Renter shall keep the records for a minimum of 30 days from the date of the event and shall be required to produce the log if asked by the Facility Manager/Recreation Co-ordinator or the Grey Bruce Public Health Unit.

Entrance Time and Exit Time

- Entrance to the Lucknow & District Sports Complex will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.
- Dressing rooms must be vacated within 15 minutes after leaving the ice (excluding Class II Ice Rentals). For instance, if the rental is at 16:00, the user group must be off the ice by 16:50pm and have left the facility by 17:05pm. It is the responsibility of the user group to ensure participants have left the building at the required time.


	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	6 of 11
File:		Supersedes:	Oct 1 2020

Changing of Equipment Location Process

- Dressing rooms will be available, with a maximum of 10 players for Dressing Room #1, 8 players per room for Dressing Rooms #2,3,4,5,6 and 2 Players for Dressing Room # 7. Additional areas may be used as temporary dressing rooms if required. Additionally, Dressing Room #5 (located between Dressing Rooms 5 & 6 in the same hallway) may be split in half to accommodate two Huron Bruce Minor Hockey Association rentals needing additional Dressing Room space, for example, Rental one is at 13:00 pm and requires Dressing Room space in the Home Hallway for 12 players, but Rental 2 which starts at 14:00 also needs space for 12 players in the Home Hallway. Rental one may be permitted to use the closest half of Dressing Room #5 as a second dressing room and likewise for Rental 2. This will provide space for up to 12 players for each team when Dressing Rooms in the visitor hallway are occupied by visiting teams.
Note: The Visitor Hallway has one larger room (#1) and an additional room (#7) to provide space for up to 12 players on each team if required.

Number of On-ice Participants

- The maximum number of on-ice participants per rental session/practice/hour is 25 people. This includes players, coaches, and officials. This is to allow a second group to enter the Lucknow & District Sports Complex while the first group is still inside.
- For Class I Ice Rentals, the maximum number of participants for game play is 25. This includes players and referees, but not coaches (who will count as a spectator and are required to wear a mask while on the bench). This will permit each team to have up to 11 players including a goalie, as well as 2-3 referees. *Note: additional measures may restrict the number of players permitted to participate in game play (e.g. During 3 on 3 game play, if only 6 participants are permitted on the players bench at one time, the maximum number of participants on each team would be restricted to 10).*
- For Class II Ice Rentals, the maximum number of participants for game play is 25. This includes players and referees, but not coaches. This will permit each team to have 12 players including a goalie, as well as 1 referee.
- Players benches will be marked out to assist in physical distancing. It is the responsibility of the user groups contact person to ensure physical distancing is taking place.


	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	7 of 11
File:		Supersedes:	Oct 1 2020

- The user group must assign a volunteer to control the facility entrance. The volunteer must ensure the following:
 - o Ice participants are provided access to the Lucknow & District Sports Complex no sooner than 15 minutes before their rental
 - o Spectators are provided access to the Lucknow & District Sports Complex no sooner than 15 minutes before the rental
 - o No more than 25 ice participants and 25 spectators are granted access per Rental
 - o Do not allow any other participants to enter the Lucknow & District Sports Complex with the exception that parents may access the dressing room hallway to tie skates of younger participants
- Access to main washrooms will be permitted for both ice participants and spectators
- Ice participants do not have access to other areas of the Lucknow & District Sports Complex, and should only be in the dressing rooms, dressing room hallway outside their specific dressing room, or on the ice surface
- Ice participants must remain in the dressing room / Hallway until the Ice Resurfacers has cleared the ice and the buzzer has rang to indicate the ice is ready.
- Ice participants shall enter/exit the ice surface via the closest door to their dressing room. Dressing rooms 1, 2, 3, & 7 will use the North ice surface entrance door, and dressing rooms 4, 5, & 6 will use the South ice surface entrance door.
- Groups may need to coordinate with other associations for overlapping rental times.

For example, Association A's ice rental time is from 18:00 – 19:00, and Association B's rental time starts at 19:00. As ice users are required to exit the building 15 minutes after leaving the ice surface, Association A is required to exit by 19:05. As Association B is allowed to enter the building 15 minutes prior to their ice rental time, they will be allowed to enter at 18:45pm. Therefore, there will be a 20-minute overlap of ice users to a maximum of 50 people. Each ice user rental group will need to work with the other group to ensure that the maximum number of people in not exceeded during this overlap.

Spectators


- Spectators must be limited to 25 and be able to maintain a 2-meter distance due to possible overlapping groups.
- Each on ice participant will be permitted to have one spectator accompany them, unless otherwise stated in O. Reg. 364/20 or by the Grey Bruce Public Health Unit.

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	8 of 11
File:		Supersedes:	Oct 1 2020

- Coaching Staff and the score keeper who are the parent or legal guardian of a participant shall be included as the spectator for said participant.
- Referees or game officials shall not be permitted to bring a spectator.
- Beyond 4 coaching staff (2 per team) and 1 score keeper, all spectators must watch from the stands only. No viewing from the lobby.
- Spectators will access the main washrooms only for emergency purposes.
- Spectators must be physically distanced by a minimum of 2m or further if required by public health measures.
- Spectators may access the dressing room hall to tie skates of younger participants.
- Spectators may walk through the lobby to access the stands or main washrooms.
- Spectators will be provided access to the facility no more than 15 minutes prior to the start of the rental.
- During ice rentals where games take place, all spectators must exit the facility between rentals via the lobby exits. If a spectator is staying for a second rental, the spectator must leave the facility and re-enter through the main door and complete the entry procedures including contact tracing sign in and Covid-19 screening.
- During Private Rentals or Minor Hockey practices, Spectators must exit the facility between rentals but may be permitted to exit through the main entrance/exit. If a spectator is staying for a second rental, the spectator must leave the facility and re-enter through the main door and complete the entry procedures including contact tracing sign in and Covid-19 screening.
- Spectators must begin to exit once the users are off the ice surface. Spectators may wait outside, or in cars and/or parking lot for their participants.
- Spectators may assist with untying skates in the dressing room hall but must not gather and ensure they leave the dressing room / hallway facility immediately after untying skates. Groups may wish to designate a few parents on each team to assist with this process.

Conduct of Spectators in the Stands

- Spectators must ensure that they are physically distanced by a minimum of 2m in the stands or further if required by public health measures.
- Spectators must take any garbage with them and dispose of in the appropriate containers.

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	9 of 11
File:		Supersedes:	Oct 1 2020

- If parents have other children with them that are not participating in on-ice activities, the parent is responsible for the conduct of that child(ren).
- Children must be supervised at all times, without exception.
- Parents not supervising their children will be asked to leave the facility with their children, and without warning.

Items Allowed in the Facility

- Bags, individual food and beverages are permitted. No shared food (e.g. potlucks, bake sales, team snacks, etc.).
- Waste containers must be used. Seating will be limited.
- Tables will not be available.

Warm Ups/Dry Land Training


- Warm Ups and Dry Land Training sessions are not permitted in the Lucknow & District Sports Complex at this time unless the group has rented a meeting room to conduct the Warm Up or Dry Land Training in.
- Warm ups and Dry Land Training being conducted in a meeting room shall follow all the requirements of any other rental using a meeting room including but not limited to:
 - o Use of hand sanitizer and practicing proper hand hygiene
 - o Physical distancing measures
 - o Alternate entrance and exits where required
 - o Capacity limitations
 - o Contact tracing logs
 - o Pre-screening and re-screening upon entry
 - o Other requirements as deemed necessary.

Reporting of Incidents – Injury

- Incident forms are available from Lucknow & District Recreation Department staff.

Storage

- Access to storage will be by appointment or prior arrangement only. Groups should try to limit the number of people with access to storage areas.

	Lucknow & District Recreation Department Internal Policies			
	Subject:	Return to Operation Policy	Date:	Nov 25 2020
	Section:	Internal Policies	Pages:	10 of 11
	File:		Supersedes:	Oct 1 2020

- Storage areas will not be cleaned or sanitized by Lucknow & District Recreation Department staff.

Cleaning

- Dressing rooms will be cleaned and sanitized after each use. Washrooms will be cleaned and sanitized twice daily minimum. High touch point surfaces such as player's benches and door handles will be sanitized several times per day.
- Groups are responsible for ensuring all garbage is collected in trash bins in dressing rooms.
- Groups must ensure that participants are not spitting or depositing other bodily fluids on any surface in the facility.
- User groups are required to clean and dispose of any materials left on the players' benches.

Referee Rooms


- Referee rooms will be available for Referees only.

RETURN TO PLAY COVID-19 FACILITY GUIDELINES FOR MEETING ROOMS:

Dave Farrish Champion Chambers (Main Floor Meeting Room) Renter Operations

- User groups renting the Dave Farrish Champion Chambers will access the room via the South Door.
- The Renter shall be permitted to enter through the main entrance and proceed to the South door in the Dave Farrish Champions Chamber to control entry via the South door.
- The Renter will pre-screen all participants and keep a record of all individuals (including names, contact information, dates and times).
- The Renter's log is to be given to the facility within a day of the activity taking place.
- Maximum capacity is 25 people, for social distancing measures.
- Main washrooms are available if needed.

Paul Henderson Hall (Upstairs Room) Renter Operations

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	11 of 11
File:		Supersedes:	Oct 1 2020

- User groups renting the Paul Henderson Hall may be required to access the room via the EAST staircase depending on other rentals.
- The Renter will be permitted to enter through the main entrance and proceed to the East staircase to control entry via the East Staircase.
- The Renter will pre-screen all participants and keep a record of all individuals (including names, contact information, dates and times).
- The Renter's log is to be given to the facility within a day of the activity taking place.
- Maximum capacity is 50 people, for social distancing measures.
- The Paul Henderson Hall washrooms are to be used as the only available washrooms for rentals in the Paul Henderson Hall.

Entrance Time and Exit Time

- Entrance to the facility will be permitted 15 minutes prior to the rental. Participants arriving earlier must be asked by the user group volunteer to wait outside the facility.
- As the Dave Farrish Champion Chambers and the Paul Henderson Hall have their own exits leading outside and away from the main entrance/exit, exit time may take place whenever the event has ended.

RETURN TO PLAY COVID-19 FACILITY GUIDELINES FOR ALL:


Masks or Face Coverings for Participants

- Masks are required in all common areas for all renters and user groups. Masks or face coverings may be removed for the purpose of conducting physical activity or if a person is exempt from wearing a mask or face covering. In an occurrence where a person is exempt from wearing a mask or face covering, physical distancing must take place.

Conduct with Staff

- All participants must ensure they maintain at least 2m distance when speaking to staff. There is a zero-tolerance policy for any mistreatment of staff. Any person that refuses to maintain distance or abuses staff in any way will receive an automatic suspension from the facility for a period of two weeks minimum.

Compliance

	Lucknow & District Recreation Department Internal Policies		
Subject:	Return to Operation Policy	Date:	Nov 25 2020
Section:	Internal Policies	Pages:	12 of 11
File:		Supersedes:	Oct 1 2020

- Groups not complying with any Lucknow & District Sports Complex rule noted above will be given one written warning.
- The second offense will be a suspension from the Lucknow & District Sports Complex.
- The third offense will result in expulsion from the Lucknow & District Sports Complex for the season.
- Refunds will not be provided for groups that have been suspended or expelled and the group will be responsible to pay for rooms or ice times booked during the suspension and/or expulsion.
- Suspensions will last a minimum of two weeks.
- Suspensions and expulsions will apply to either the offending individual, team and/or the entire association depending on the severity of the contravention.

REFERENCES:

- Grey-Bruce Public Health Unit:
<https://www.publichealthgreybruce.on.ca/>
- Ontario Regulation 364/20: Rules for Areas in Stage 3:
<https://www.ontario.ca/laws/regulation/200364>
- Ontario guidance for facilities for sports & recreational fitness activities during Covid-19:
<https://www.ontario.ca/page/guidance-facilities-sports-and-recreational-fitness-activities-during-covid-19#section-1>